

**ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
WORKFORCE DEVELOPMENT DIVISION
ALABAMA WORKFORCE INVESTMENT AREA
401 ADAMS AVENUE
MONTGOMERY, ALABAMA 36104**

**WORKFORCE INVESTMENT ACT (WIA) – TITLE I-B YOUTH WORK EXPERIENCE
PROGRAMS
PROGRAM YEARS 2012-2014 REQUEST FOR PROPOSALS**

December 6, 2012

Submittal Deadline: 5:00 p.m. CST December 14, 2012

Request for Proposals: To solicit proposals for a vendor to be the employer of record for the Alabama Workforce Investment Area's (AWIA) Youth Work Experience Program. The AWIA consists of sixty-five (65) counties (all counties excluding Jefferson and Mobile.) The contract begins January 1, 2013 and ends June 30, 2013. The AWIA's goal with the Youth Work Experience Program is to provide WIA eligible out-of-school youth ages 18 -21 work-based experiences to promote the development of good work habits and basic work skills by participation in a structured paid work experience activity.

A copy of the proposal is available for download at the Alabama Department of Economic and Community Affairs (ADECA) website: www.adeca.alabama.gov. Click on "About" on the ADECA homepage and the RFP is found under the heading Funding Opportunities. If you would like a paper copy mailed to you, please contact Tracey Smith via email at tracey.smith@adeca.alabama.gov.

You are invited to submit proposals in accordance with the requirements of this Request for Proposal. It is required that your proposals are received no later than 5:00 p.m. CST on December 14, 2012:

Mail: Alabama Department of Economic and Community Affairs
Workforce Development Division
Attn: Youth RFP
Post Office Box 5690
Montgomery, Alabama 36103-5690

OR

Hand Delivered: Before or no later than December 14, 2012 at 5:00 pm CST to:

Alabama Department of Economic and Community Affairs
Workforce Development Division
Alabama Center for Commerce
401 Adams Avenue, Suite 390
Montgomery, Alabama 36104
Telephone: (334) 242-5300

Proposers must submit one (1) original and two (2) copies of each proposal. Each proposal must be signed by an official authorized to bind the offeror. This solicitation does not commit ADECA's Workforce Development Division (WDD) to award a grant, to pay any costs incurred in the preparation of a proposal, or to procure or contract for goods or services. ADECA/WDD reserves the right to accept or reject any or all proposals received as a result of the solicitation (herein after referred to as RFP), to negotiate with all qualified offerors, and to cancel in part or in whole the RFP if in the best interest of the AWIA and its Youth Program. The vendor will be selected based on the proposal that appears to be in the best interest of the ADECA/WDD. The determining factor in selecting the vendor will be the cost of the proposal and the proposing agency's prior experience and history in the delivery of similar services.

Based upon funding availability, the Alabama Workforce Investment Area (AWIA) may extend the Youth Work Experience Program activity for up to two years if it appears to be in the best interest of the Youth program, and is agreeable with the grantee.

Request for Proposals Schedule

| Date | Action |
|-------------------|------------------------|
| December 6, 2012 | Release of RFP |
| December 14, 2012 | Due Date for Proposals |

Proposers will be contacted within 10 days from the due date concerning the status of their proposals and notified of any possible contract negotiation dates that have been established.

AWIA Youth Work Experience Background

Out-of-school youth ages 18 – 21 will be recruited and certified eligible for the AWIA Youth Work Experience Program by the AWIA's Career Center System. A total of 175 Work Experience slots have been allocated to the 65 AWIA counties. Eligible youth will be paid \$7.25 per hour for 30 hours per week for the equivalent of thirteen (13) weeks or a maximum of 390 hours. Career Center staff will select the worksite for each participant. The I-9 form will be completed by a Career Center staff person who is responsible for working with the youth work experience participants. The I-9 will be scanned and the scanned I-9 along with a scanned copy of the participant's Drivers License (or other photo ID) will be emailed to the vendor for the E-verify process. Career Center staff will assist eligible WIA youth in completing the enrollment/employment application as required by the vendor to complete the required hiring process. Career Center staff will be responsible for collecting timesheets on a weekly basis and verifying the participant's time and attendance with worksite supervisors. Timesheets will be sent to the vendor weekly for processing. A Payroll Certification Form indicating the timesheets are correct and provided as required will be signed by Career Center staff and faxed or emailed weekly to the vendor.

Scope of Proposal

The Alabama Department of Economic and Community Affairs Workforce Development Division is seeking a qualified vendor to:

- Become the employer of record for the AWIA Youth Work Experience Program to include:
 - employment of the youth in the vendor's system
 - conduct E-verify on new youth participants and notify the Career Center staff person of the approval/case number or nontentative confirmation.
 - receive and process weekly payroll certifications and issue payment to participants
 - prepare all necessary employee paperwork to include tax forms
 - track participants to insure the maximum number of work hours allowed (390) is not exceeded
 - provide weekly participant payroll reports to ADECA/WDD
 - maintain files as required by state and federal regulations
 - provide worker's compensation insurance coverage for injuries suffered by the participant in the course of the work experience participation.

Attached is the Request for Proposal's application for use in submitting your response to provide these services. Questions relating to the RFP can be directed to Mickey Hutto, AWIA Supervisor, via email at Mickey.hutto@adeca.alabama.gov. Only emailed questions will receive a response. No verbal questions and/or responses.